

# Instructions for Authors IVA

*In Vitro Cellular & Developmental Biology – Animal (In Vitro Animal)* is a journal of the Society for In Vitro Biology (SIVB). Original manuscripts reporting results of research in cellular, molecular, and developmental biology that employ or are relevant to organs, tissue, tumors, and cells in vitro will be considered for publication. The scope of the journal is embodied in the following matrix:

- Biotechnology
- Cell and Tissue Models
- Cell Growth/Differentiation/Apoptosis
- Cellular Pathology/Virology
- Cytokines/Growth Factors/Adhesion Factors
- Establishment of Cell Lines
- Product Applications
- Signal Transduction
- Stem Cells
- Toxicology/Chemical Carcinogenesis

## CELL LINE AUTHENTICATION

To encourage the highest level of quality and accuracy in research submitted to the journal, *In Vitro– Animal* has put into effect a requirement for a statement to be included in all papers submitted to our journal beginning on January 1, 2009. This statement, which should be included in the *Materials and Methods* section of full articles and with the listing of materials in Reports, must include the following:

Authors must state:

1. Whether you have tested and authenticated the cell lines utilized in the research
2. List the method by which the cells were tested
3. List when the cells were last tested and where, or
4. State when the cells were obtained from a cell bank

All papers that do not include this information could have their manuscript returned with the requested revision to include this information. If you have not tested your cells for authentication, the paper might not be accepted. To access a database that lists cell lines that are currently known to be cross-contaminated or otherwise misidentified, please visit: <http://iclac.org/databases/cross-contaminations/>. Re-authentication is not required for serially passaged cells obtained directly from an internationally recognized cell bank that performs cell line characterizations or from a characterized Master Cell Bank and proliferated in the users laboratory for less than 6 months after receipt or reconstitution.

## MANUSCRIPT SUBMISSION REQUIREMENTS

When submitting a manuscript for consideration, authors should select the matrix heading, which best covers the scope of their manuscript. The journal publishes three types of manuscripts:

*Reports, Articles, Letters to the Editor, and Invited Reviews.* *Reports* (formerly *Scientific Letters to the Editor*) are usually limited to three printed pages and no more than three illustrations that contain especially timely results that are of special interest to readers before development into a complete study. The *Report* format is particularly suited for characterizations of new cell lines, tools, techniques, and methods that do not justify a full *Article*. *Reports* receive expedited peer review and are subject to additional editorial review prior to final publication to comply with the *Report* format.

*Articles* are not restricted in length. Letters to the Editor (formerly nonscientific *Letters to the Editor*) concerning a wide range of issues of interest to readers, including controversial opinions, quality control of cell cultures, etc., are welcomed and are subject to editorial or peer review. Unsolicited Reviews on relevant topics will be considered; however, it is recommended that authors contact the Editor prior to preparation. Both unsolicited and Invited Reviews are subject to rigorous editorial review, often in consultation with multiple experts in the field.

## CHANGES TO AUTHORS

Author changes are not allowed after submission. Authors can be added at resubmission only when additional experiments are requested. No author changes are allowed after acceptance.

## ETHICAL COMPLIANCE

### DISCLOSURE STATEMENTS

Disclosure statements are required for each author to be included within the manuscript text. Each statement must include the author's name and declare the conflict of interest, or "no conflict of interest". All potential benefits in any form from a commercial party related directly or indirectly to the subject of the manuscript or any of the authors must be acknowledged. For each source of funds, both the funding organization (written in full) and the grant number should be given. Please note that the manuscript will be returned to the corresponding author if the disclosure statement for each author is not included in the manuscript text. Details provided in the disclosure statement must correspond with the information provided in the Conflict of Interest forms uploaded during submission.

### CONFLICT OF INTEREST FORMS WITH SUBMISSION.

As part of the submission process you must upload a completed and signed ICMJE disclosure form for each author. Manuscripts submitted without all forms will be returned for corrections. Blank ICMJE forms are available for download at <http://www.icmje.org/>.

### EXPERIMENTAL SUBJECTS/ANIMALS

All authors are expected to abide by accepted ethical standards. In investigations that involve human subjects or laboratory animals, authors should provide an explicit statement in *Materials and Methods* that the experimental protocols were approved by the appropriate institutional review committee and meet the guidelines of their responsible governmental agency. In the case of human subjects, informed consent is essential.

## CONSENSUS STATEMENT ON SUBMISSION AND PUBLICATION OF MANUSCRIPTS

Increasing problems of duplicate and fraudulent submissions and publications have prompted the editors of *In Vitro Cellular and Developmental Biology - Animal* to support the following overall principles of publication. While not intended as an all-inclusive document, these examples and guidelines should alert authors to potential problems that should be avoided when they are considering submission of a manuscript to a peer-reviewed journal. This consensus statement is intended as a basic guide for authors. In the interest of promoting the highest ethics in scientific publishing, we ask that authors take these criteria into careful consideration when submitting a manuscript to a peer-reviewed scientific journal.

## DUPLICATE SUBMISSION AND PUBLICATION

In general, if a manuscript has been peer-reviewed and published, any subsequent publication is duplication. **Exceptions** to this general rule may be:

- a) Prior publications in meeting program abstract booklets or expanded abstracts. However, these must be referenced in the final manuscript.
- b) A manuscript which extends an original database (a good rule might be expansion by 50% or more) or which analyzes the original database in a different way in order to prove or disprove a different hypothesis. Previous manuscripts reporting the original database must, however, be referenced.
- c) Manuscripts that have been published originally in non-English language journals, provided that the prior publication is clearly indicated on the English language submission and referenced in the manuscript. In some circumstances, permission to publish from the non-English language journal may be required.

For example, any submission duplicating material previously published in full in "Proceedings" or book chapters is considered duplicate unless the exceptions in (a) above apply. Similarly, manuscripts dealing with subgroups of data that have previously been analyzed, discussed and published as a larger group are considered duplicate unless (b) above applies.

The Internet raises special concerns. If data have previously appeared on the Internet, submission of those data for publication is considered duplication. If Internet publication follows journal publication, the journal publication should be clearly referenced. Some journals may provide early Internet publication of accepted peer reviewed papers which are subsequently published in that journal. This does not constitute duplication if both manuscripts are identical and covered by the same single copyright.

## FRAUDULENT PUBLICATION

The following activities are examples of fraudulent publication practices:

- Willful and knowing submissions of false data for publication.
- Submission of data from sources not the author's (or authors') own.
- Falsely certifying that the submitted work is original and has not been submitted to, or accepted by, another journal.
- Sponsoring or vouching for a manuscript containing data over which the sponsor has no control or knowledge.
- Allowing one's name to appear as an author without having contributed significantly to the study.
- Adding an author's name to a manuscript to which he/she has not contributed, or reviewed or agreed to in its current form.
- Flagrant omission of reference to the work of other investigators which established their priority.
- Falsification of any item on the copyright form.
- Failure to disclose potential conflict of interest with a sponsoring agency.

## AUTHORSHIP

In the majority of research studies submitted to journals for possible publication, many individuals participate in the conception, execution, and documentation of each of those works. However, recognition of work in the form of authorship has varied widely. This consensus statement is being issued to clarify and define the criteria for journal authorship. The following guidelines should be used to identify individuals whose work qualifies them as authors as distinct from those who are contributors to the work under consideration. All persons designated as authors should qualify for authorship, and all those who qualify should be so credited.

## CRITERIA FOR AUTHORSHIP

Individuals claiming authorship should meet all of the following 3 conditions:

- 1) Authors make substantial contributions to conception and design, and/or acquisition of data, and/or analysis and interpretation of data;
- 2) Authors participate in drafting the article or revising it critically for important intellectual content;
- 3) Authors give final approval of the version to be submitted and any revised version to be published.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Allowing one's name to appear as an author without having contributed significantly to the study or adding the name of an individual who has not contributed or who has not agreed to the work in its current form is considered a breach of appropriate authorship. Acquisition of funding, collection of data, contributing cases, or general supervision of the research group, of itself, or just being the Chair of the department does not justify authorship if the above criteria are not fulfilled.

## ORDER OF AUTHORS

The order of authorship on the byline should be a joint decision of the co-authors.

## MULTI-CENTER STUDIES

When a large, multi-center group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship defined above and editors will ask these individuals to complete journal-specific author and conflict of interest disclosure forms. When submitting a group-author manuscript, the corresponding author should clearly indicate the preferred citation and should clearly identify all individual authors as well as the group name.

## CONTRIBUTORS LISTED IN ACKNOWLEDGMENTS

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include: a person who provided purely technical help, writing assistance, or a department Chair who provided only general support. Financial and material support should also be acknowledged. Because readers may infer their endorsement of the data and conclusions, all persons listed as contributors must give written permission to be acknowledged.

## ONLINE SUBMISSION

We are pleased to announce that we have moved to an online system of manuscript tracking called Editorial Manager. Authors are encouraged to submit their articles to *In Vitro Animal* ONLINE. This will allow even quicker and more efficient processing of your manuscript. A wide range of submission file formats is supported, including: Word, RTF, TIFF, GIF, JPEG, EPS, Excel and PowerPoint. PDF is not an acceptable file format.

## SUBMIT ONLINE

(<http://www.editorialmanager.com/ivan/>)

To submit papers on plant related materials, please visit: (<http://www.editorialmanager.com/ivpl/>)

## MANUSCRIPT PREPARATION

Manuscripts are to be submitted in their final form. Papers must be written in English, and authors are urged to aim for clarity, brevity, and accuracy of information and language. Authors whose first language

is not English should have their papers checked for linguistic accuracy by a native English speaker.

Submitted manuscripts should conform to the following format and sequence. The *Report* format is similar to that for *Articles* and *Reviews* described below, except that the body of the text is not divided into sections or subheadings. Methods are integrated into the text or legend to figures and Results and Discussion are combined.

Type double-spaced, and order the elements comprising the manuscript as follows:

- Title Page
- Summary
- Key Words
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusions
- Appendix
- Acknowledgements
- References
- Tables
- Figure Legends
- Figures

**TITLE PAGE:** The title page should include

- the title of the article
- author(s) name(s) and affiliation(s) (the department and institution from which the work originated)
- complete mailing address of the one author who will review the proofs
- and suggested running head (not to exceed 40 characters, including spaces)

Note that the affiliation should be a footnote to the author's name.

**ABSTRACT:** An abstract is to be provided, preferably no longer than 250 words. Do not use abbreviations, footnotes, or references in the abstract.

**KEY WORDS:** A list of 4–5 key words is to be provided directly below the abstract. Key words should express the precise content of the manuscript, as they are used for indexing purposes.

**ACKNOWLEDGMENTS:** All acknowledgments (including those for grant and financial support) should be typed in one separate paragraph that directly precedes the references section.

## REFERENCES

Literature citations in the text should indicate the author's surname with the year of publication in parentheses, e.g. Carlin (1992); Brooks and Carlin (1992). If there are more than two authors, only the first should be named, followed by "et al."

References at the end of the paper should be listed in alphabetical order by the first author's name. If there is more than one work by the same author or team of authors in the same year, a, b, etc. is added to the year both in the text and in the list of references.

## JOURNAL PAPERS:

name(s) and initial(s) of all authors; year; full title; journal title abbreviated in accordance with international practice; volume number; first and last page numbers

Example: Nakashima K, Yamada L, Satou Y, Azuma J, Satoh N (2004) The evolutionary origin of animal cellulose synthase. *Dev Genes Evol* 214: 81–88.

## SINGLE CONTRIBUTIONS IN A BOOK:

name(s) and initial(s) of all authors; year; title of article; editor(s); title of book; edition; volume number; publisher; place of publication; page numbers

Example: Sanger JW (1977) Nontubulin molecules in the spindle. In: Little M, Paweletz N, Petzelt C, Ponstingl H, Schroeter D, Zimmermann H-P (eds) *Mitosis facts and questions*. Springer, Berlin Heidelberg New York, pp 98–113

## BOOK:

name and initial(s) of all authors; year; title; publisher; place of publication

Example: Hall BK (1999) *The Neural Crest in Development and Evolution*. Springer, Berlin Heidelberg New York

## AGENCY PUBLICATION:

Council of biology editors style manual. CBE style manual committee. 5th ed. Bethesda, MD: Council of Biology Editors; 1983

## WEB PAGES:

1. Article by DOI (with page numbers): Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* 78:74–80. doi: 10.1007/s001090000086

2. Article by DOI (before issue publication with page numbers): Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* (in press). doi: 10.1007/s001090000086

3. Article in electronic journal by DOI (no paginated version): Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *Dig J Mol Med*. doi: 10.1007/s801090000086

4. Online document: Doe J (1999) Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. [http://www.rsc.org/dose/title\\_of\\_subordinate\\_document](http://www.rsc.org/dose/title_of_subordinate_document). Cited 15 Jan 1999

5. Online database: Healthwise Knowledgebase (1998) US Pharmacopeia, Rockville. <http://www.healthwise.org>. Cited 21 Sept 1998

6. Supplementary material/private homepage: Doe J (2000) Title of supplementary material. <http://www.privatehomepage.com>. Cited 22 Feb 2000

7. University site: Doe J (1999) Title of preprint. <http://www.uni-heidelberg.de/mydata.html>. Cited 25 Dec 1999

8. FTP site Doe J (1999) Trivial HTTP, RFC2169. <ftp://ftp.isi.edu/in-notes/rfc2169.txt>. Cited 12 Nov 1999

9. Organization site: ISSN International Centre (1999) Global ISSN database. <http://www.issn.org>. Cited 20 Feb 2000

Unpublished results may be cited in the text as personal communications. However, in this case the final version of the manuscript must be accompanied by a note of consent signed by each author quoted.

## REFERENCES: CELL LINE AND REAGENT DATA

The source of cells utilized, species, sex, strain, race, age of donor, and whether primary or established should be clearly indicated. The name, city, and state or country of the source of reagents should be stated within parentheses when first cited. Specific tests used for verification of cell lines and novel reagents should be identified. Specific tests for the presence of

mycoplasma contamination of cell lines are recommended. If these tests were not performed, this fact should be clearly stated. Other data relating to unique biological, biochemical, and/or immunological markers should also be included if available. Publication of results in *In Vitro Animal* is based on the principle that results must be verifiable. Authors are expected to make unique reagents available to qualified investigators. Authors deriving or using cell lines are encouraged to follow the UKCCCR Guidelines for the Use of Cell Lines in Cancer Research in respect to validation of identity and infection-free cultures.

## NOMENCLATURE

The recommendations of the Society for In Vitro Biology Committee on Terminology should be followed. Schaeffer, W. I. Terminology associated with cell, tissue and organ culture, molecular biology and molecular genetics. *In Vitro Cell. Dev. Biol.* 26:97–101; 1990.

## TABLES AND FIGURES

**TABLES:** Each table should be numbered consecutively with Arabic numerals. Footnotes to tables should be indicated by lower-case superscript letters. If you use data from another published or unpublished source, obtain permission and acknowledge fully.

**LEGENDS:** Legends must be brief, self-sufficient explanations of the figures and tables in no more than four or five lines. Remarks such as "For explanation, see text" should be avoided. The legends should be typed double-spaced and grouped together on a separate page. When symbols, arrows, numbers or letters are used to identify parts of the illustration, identify and explain each one clearly.

**FIGURES:** Figures should be limited to those essential for the text. The same results should be presented as either the graph or tables, not as both. Color may be used without charge for both the electronic and print editions of the journal.

**ALL FIGURES**, whether photographs, graphs, or diagrams, should be numbered consecutively. If figures are created electronically please see Guidelines for Electronically Produced Figures for Print. Line drawings should be supplied as clear black and white drawings suitable for reproduction. All lines should be of uniform thickness. Letters and numbers should be of professional quality and proper dimensions. All figures submitted should allow for high quality reproduction at a same size permitting direct printing (with no reduction) usually 12.7 by 17.3 cm (5 by 7 inches) but no larger than 20.3 by 25.4 cm (8 by 10 inches). The publisher reserves the right to reduce figures. Micrographs have an internal magnification marker; the magnification should also be stated in the legend. If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph. Please note that Publisher cannot return original art to authors.

## Guidelines for Electronically Produced Illustrations for Print

### GENERAL

- Send figures separately from the text (i.e. files should not be integrated with text files).

### VECTOR (line) GRAPHICS

- Vector graphics exported from a drawing program should be stored in EPS format.

- Suitable drawing program: Adobe Illustrator. For simple line art the following drawing programs are also acceptable: Corel Draw, Freehand, Canvas.
- No rules narrower than .25 pt.
- No gray screens paler than 15% or darker than 60%.
- Screens meant to be differentiated from one another must differ by at least 15%.

### HALFTONE FIGURES

- Black & white and color figures should be saved in TIFF and EPS formats.
- Figures should be created using Adobe Photoshop whenever possible.

### SCANS

- Scanned reproductions of black and white photographs should be provided as 300 ppi TIFF files.
- Scanned color figures should be provided as TIFF files scanned at the minimum of 300 ppi with a 24-bit color depth.
- Line art should be provided as TIFF files at 600 ppi.
- We do prefer having the original art as our printers have drum scanners, which allow for better reproduction of critical medical halftones.

### GRAPHICS QUALITY

If you are submitting electronic graphics that you have scanned, be prepared to send the hard copy originals upon request. While the electronic files you have created are satisfactory for the review process, they may not be of sufficient quality for printing. This also holds true for files created in low-resolution graphics environments such as MS Powerpoint, etc.

### GRAPHICS FROM VIDEOS

- Separate files should be prepared for the frames from a video that are to be printed in the journal. When preparing these files you should follow the same rules as listed under Halftone Figures.

## MULTIMEDIA ARTICLE AND DYNAMIC MANUSCRIPT SUBMISSION REQUIREMENTS (I.E. STREAMING VIDEOS)

Multimedia articles are papers where the heart of the article is the video and, generally, only an abstract and references are included. Dynamic articles are regular articles with video(s) included as electronic supplementary material.

Upon submission of multimedia or dynamic articles, the author(s) will be required to submit the video in the following format:

- For multimedia articles, video clips should not exceed 9 minutes. For dynamic articles, video clips should not exceed 3 minutes and each manuscript should not contain more than 3 video clips.
- Multimedia file for review and submission: MPEG-1 file with the largest frame size (usually 320 x 240 pixels) that will fit on a CD and will be playable on a Windows-based computer.
- The content of these files must be identical to that reviewed and accepted by the editors of the *In Vitro Plant and Animal Journals*.
- All narration should be in English.
- There should be a "manuscript" submitted with the video that includes a title page, abstract and key words, as well as references if needed.



#### DYNAMIC MANUSCRIPT:

A dynamic manuscript is a print article with imbedded video material. Up to 3 (one minute maximum each) videos per manuscript submission will be accepted. Make sure to note in your manuscript the placement of the video clips. All standard instructions for manuscript and video submission should be followed for a dynamic manuscript submission.

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Upon submitting an article to *In Vitro Cellular and Developmental Biology – Animal* for review and possible publication, authors are requested to add the following notice for the first screen of any posted electronic preprint versions of the paper. *"This work has been submitted to the Society for In Vitro Biology for possible publication in In Vitro Cellular and Developmental Biology – Animal. Copyright may be transferred without notice, after which this version may no longer be accessible."*

When the work has been accepted for publication, the author may post it, in its final accepted form, on their personal server or on their institution's server (but not on any organized preprint server) with a notice: *"Accepted for publication in In Vitro Cellular and Developmental Biology – Animal as of (date), until it is published by the Society in print or electronic form."*

After publication, authors may post their Society copyrighted material on their own server or on their institutions server without permission, provided that it includes the following notice: *"This material has been published in (name of journal, issue number and date, page numbers), the only accredited archive of the content that has been certified and accepted after peer review. Copyright and all rights therein are retained by the Society for In Vitro Biology. This material may not be copied or e-posted without explicit permission of the copyright owner."* Please provide a link to the reproduction page of the SIVB website with the following text: *For more information about Reproduction Permission for this article, please visit the SIVB website at [www.sivb.org/pubs\\_reproductionPermission.asp](http://www.sivb.org/pubs_reproductionPermission.asp)."*

